



DEPARTMENT OF THE ARMY  
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1  
300 ARMY PENTAGON  
WASHINGTON DC 20310-0300



April 6, 2004

REPLY TO  
ATTENTION OF

MEMORANDUM FOR SEE DISTRIBUTION:

SUBJECT: Army Support to the Coalition Provisional Authority (CPA)

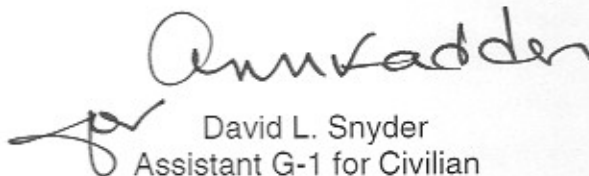
References:

- a. Assistant Secretary of the Army, Manpower and Reserve Affairs Memorandum, dated March 4, 2004, subject, Support to Coalition Provisional Authority (CPA) – Request to Detail Army Civilian Employees to Iraq.
- b. Memorandum of Understanding between Department of Defense, Washington Headquarters Service and the Office of the Secretary of Army for the Transition of DOD Executive Agent Support for the Coalition Provisional Authority, dated July 29, 2003.

This memorandum provides guidance for Department of Army (DA) employees transitioning from DA to support the CPA. Policy Guidance PPDD Staffing #04-01 provides specific procedures and associated information (Enclosed). This memorandum is effective immediately.

If you have any questions concerning this document, please contact Ms. Taiwana Smith at 703-325-9985.

FOR THE DEPUTY CHIEF OF STAFF, G-1:

  
David L. Snyder  
Assistant G-1 for Civilian  
Personnel Policy

Enclosure



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OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON)

OFFICE OF THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE (MS. NUGENT)

## Civilian Provisional Authority (CPA) Transition Procedures

### Transition Methods:

**Details:** Managers may detail an Army employee based upon a formal request from the CPA that has been approved and validated by HQDA, G-3, DAMO-RQ.

a. MACOMS will submit approved names and supporting documentation (i.e., management approved Request for Personnel Action and Notification of Personnel Action that reflects employee status) through the Assistant, G-1, Civilian Personnel Policy and the ASA M&RA to the G-3.

b. Headquarters Staff Element requests will be processed through the ASA M&RA to the G-3. Unless validated by the G-3, Army is not obligated to support requests for personnel made by the CPA. Employees approved for detail by their supervisors to CPA positions which have been validated by HQDA, G-3, are entitled to be returned to their former positions or similar positions.

**Voluntary Applications:** Employees may apply directly to CPA for temporary positions. If selected, the employee will be reassigned to a temporary position under section 3161 of Title 5, United States Code. Commanders have the discretion to offer administrative return rights provided there is no break in service.

a. When return rights are offered:

(1) Grade and pay retention will not be authorized; and

(2) Benefits will not be affected.

b. When return rights are not offered:

(1) The employee will be separated from service at the end of the CPA appointment; and

(2) Employees should be advised to consult with the Army Benefits Center – Civilian to determine how their benefits may be affected.

**Supervisory Responsibilities:**

Supervisors are reminded to counsel employees, prior to their departure, to register in CIVTRACKS. Employees are also required to maintain and update their status in CIVTRACKS throughout their CPA deployment. To ensure compliance with this requirement, Defense Finance and Accounting Service will be asked to provide reports that reflect CPA employees receiving hazard pay. HQDA, G1-CPP will compare these reports with information contained in CIVTRACKS in order to validate the current locations of employees. Discrepancies will be referred to the Major Army Commands for resolution.

**Conclusion of CPA Assignments**

CPA details and 3161 appointments are expected to last through June 30, 2004. At that time, the State Department will assume responsibility for the CPA. In the event, that there is a requirement to extend an employee who is in a CPA assignment beyond June 2004, additional guidance will be provided.

Enclosure